



Job Posting

Date:

April 22, 2020

Position Title:

Community Outreach Coordinator

Department and Reports to:

ECDA

Barbi Brewer-Watson, Director

Summary of Position:

The Community Outreach Coordinator oversee the planning and implementation of outreach strategies. They are primarily responsible for connecting people in the community to available programs by creating and cultivating relationships with community leaders, businesses, individuals, and other relevant organizations. This position will represent the City and work with the Economic and Community Development team to implement initiatives that promote the visibility of City programs and events.

Position Requirements:

- Bachelor of Science in Social Work, Communications, or other related field.
- Strong verbal and written communications skills to build and maintain trust with internal departments, as well as volunteers and community partners.
- Strong analytical, organizational and communication skills.
- Strong Microsoft Office (Word, PowerPoint, Excel, etc.) skills.
- Ability to quickly analyze a problem/question and decide the level of importance and necessary higher-level intervention.
- Engages community partners, faith-based leaders, and constituents involved in faith-based programs and services to support the schools, haven sites, religious institutions, community centers within the community.

*Please Submit Letter of Intent and Resume
to James Ellexson, HR Director at
jlellexson@citykankakee-il.gov*